

1016
A K
NEW TREATISE
ON
SHORT HAND,
REDUCED

To so plain, easy and concise a METHOD, that
any Person, by a few DAYS Application, may
make himself Master of this useful Art.

L O N D O N :

Printed for HOOPER AND DAVIS, No. 75,
Ludgate-Hill.

[Price One Shilling and Sixpence.]

115

THE ALPHABET.

b	\	but, be	l	ρ	Lord, all	t		the.
b	)	but, be	l	6	Lord, all	n		would.
d	(	and	l	2	Lord, all	x	✓	
f	\	of	m	(	mong, mongot	y	2	ye, you.
g	e	gain, gainst	n	(		ch	6	which.
h	9	have, hast, hath	pi	)	upon	sh	e	shall, should
j	9	Jesus	q	—	what	sh	6	shall, should
j	2	Jesus	r	/	or our	th	(	that, they.
k&c	—	could	s&c	—		th	(	that, they.

When the Letters of the Alphabet are not joined to the Letter, they express the Words before them, as *gain* or *gainst*.

The use of having two *b*s, two *j*s, three *s*s, because one *b*, *g*, or *l*, will more easily join to some Letters, than others, as for example *best*, is better joined than if thus *best* or *best* (ie) *Britain*, better than *Britain*.

The Vowells.

Vowells are expressed by dots, as under.

before the Letters *s, k, q, m, n, g*, or *ch* thus *as* *es* *is* *os* *us*
am *em* *im* *om* *um* *an* *en* *in* *on* *un*
 following the same Letters, thus *sa* *se* *si* *so* *su*
na *ne* *ni* *no* *nu*

Vowells before all other Letters, are expressed thus.

at *et* *it* *ot* *ut*, *ad* *ed* *id* *od* *ud*, *ap* *ep* *ip* *op* *up*
 following all other Letters, thus;

ta *te* *ti* *to* *tu* *da* *de* *di* *do* *du*, *pa* *pe* *pi* *po* *pu*

The following Letters being placed higher or lower in a line express the Vowells belonging to them, thus

<i>an</i>	<i>as</i>	<i>am</i>
<i>in</i>	<i>is</i>	<i>im</i>
<i>un</i>	<i>us</i>	<i>um</i>

From the — (ie) *s, m, n*, are formed the Letters *k, q, g, &c*,
 &c from the | (ie) *t, d, p*, are formed all the other Letters.

JOINING of the LETTERS.

3	fb	e	fh	A	ry	3	mp	2	nl	L	tlc
✓	fb	✓	fh	✓	rx	✓	mr	✓	nm	✓	tl
✓	fd	✓	rb	✓	rch	✓	ms	✓	np	h	tm
✓	ff	✓	rb	✓	rsh	✓	mt	✓	nr	h	tm
✓	fg	✓	rd	✓	rth	✓	mx	✓	ns	h	tp
✓	fk	✓	rf	✓	mb	✓	my	✓	nt	✓	tr
✓	fl	✓	rg	✓	mb	✓	mch	✓	nac	✓	ts
✓	fm	✓	rh	✓	md	✓	msh	✓	ny	✓	tt
✓	fn	✓	rk	✓	mf	✓	nb	✓	nch	✓	tc
✓	fr	✓	rl	✓	mg	✓	nb	✓	tl	✓	ty
✓	fs	✓	rm	✓	mh	✓	nd	✓	tl	✓	ich
✓	ft	✓	rn	✓	mk	✓	nf	✓	td	✓	db
✓	fy	✓	rr	✓	ml	✓	ng	✓	tf	✓	db
✓	fx	✓	rs	✓	mm	✓	nh	✓	tg	✓	dd
✓	fch	✓	rt	✓	mn	✓	nk	✓	th	✓	df
&c											

As there are many ways of joining the same Letters, use that which will fall in easiest with any other Letter to which it is to be joined, and make the Word appear most even at top and bottom.

Instead of making a double f, r or t, will be sufficient to make the Letters going before or after, half the common size; which will declare the large Letter double thus. ✓ trr (ie) terror ✓ mtrr (ie) matter &c

Continuation of Joined Letters

✓	dg	✓	dt	✓	dp	✓	dt	✓	dch	✓	pd
✓	dh	✓	dm	✓	dr	✓	dex	✓	pl	✓	pf
✓	dke	✓	dn	✓	ds	✓	dy	✓	pl	✓	pn

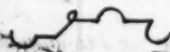
PREPOSITIONS.

The following are known as follow.

1	contra. contri. contro.	1	Controversy.
1	circum. peri.	1	circumstance.
1	exter. extra.	1	extravagant.
1	Omai.	1	omnipresent.
1	super. over. above.	1	overtake.
1	subter. under.	1	undertake.
1	hans. han.	1	transfer.
1	enter. inter. inha. intro.	1	enterprise.
1	magna. magni.	1	magnitude.
1	ad.	1	advantage.
1	pre.	1	prerogative.

Should any Letter come before any of these prepositions in the same Word, or any of them be a Word of themselves, they must not be expressed any otherwise than by the letters of y Alphabet.

Example

unorkmoids  uncircumcised

nr

Enter.

Though the Letters are made here all of one thickness, the writer may use his pen freely, as in other Characters, drawing black lines, or hair-strokes as most agreeable to himself.



TERMINATIONS.

┐	ness.	✓	freeness.
└	ning.	✓	fairing.
┐	ment.	✂	Judgement.
┐	able.	✓	variable.
└	ed.	Λ	refused.
┐	ly.	✓	freely.
└	full.	✓	fearful.
—	ation, action, amp. an, ar, as.	⌒	Contraction.
—	ction, action, emp. en, er, es, ention.	┐	attention.
—	ition, iction, imp. in, ir, is.	✓	apparition.
—	otion, oction, omp. on, or, os.	└	potion.
—	ution, uction, ump. un, ur, us.	✂	resolution.

The five last terminations above, are known as the vowels, by being placed higher or lower in the line, as is shown above.

When a Word is composed only of a preposition and a termination both expressed by separate marks, the preposition must be written by the Letters of the Alphabet.

Example

✓—Transition.

✓ entering &c.

Sometimes one or more Letters, or a termination may be omitted at the end of a Word & understood by putting a dot at the point of the last Letter in such Word, thus — whatever.

If it be an adverb ending in ly, a dash may be made at the top of the Line thus —

if an adverb of y comparative degree thus	┐	consequently.
if of y superlative thus	└	more consequent.
if an adjective of y comp deg. thus	┐	most consequent.
if of y superl thus	└	faithfuller.
	└	faithfullest.

These marks may be constantly written for the comparative and superlative degrees of adverbs and adjectives.

for Example.

q, higher q, highest q' more highly q' most highly

✓ comfortably ✓ more comfortably ✓ most comfortably.

Sometimes one Letter may be used for another of the same Sound that is readier to be written, as *b* & *p* may be used indifferently for each other at the end, or in the middle of words, so also may *k* and *g*. *Ch* and *Sh* or, *g* and *j*.

G sounding hard in the middle of Words may be expressed by *k*, when sounding soft by *ch*.

C sounding hard must ever be written by *k*, sounding soft, by *S*. thus. *knsrn*, concern.

f. must always be used for, *f*. or *v*. in the beginning, middle and end of Words.

S must be ever used for *S* or, *Z*. *t* for *th* in the beginning or middle of Words, always making the following Letter or Letters half the common size thus *W* therefore *neither*.

All silent Letters must be omitted, *k*, when two consonants of the same sort came together, one must be omitted, thus. *kmnd*, command, *knt*, cannot.

The Terminations of the Verbs of the present tense viz. *est*, *eth*, *s*, may likewise be omitted; also the *ed* in all other tenses, when the sign of such tense is written before.

Sometimes a preposition may be omitted without any sign of expression. thus, *&* till for untill *f* ibo for although, *to* for unto.

Sometimes a termination may be omitted without any sign of expression, as when two or more Words of the same termination joined by a conjunction (*and*) the termination of the former being expressed by its Mark, that of the latter is understood by knowing y^e Conjunction to join them. The same may be done in Moods Tenses & Cases thus. *&* (*Λ* Holiness & Rightousness *~^c* (*Λ* Examined & Proved.

Such words as have any dependance upon each other, which can readily be joined and when done, understood, may be joined; thus *Let* us go. *As* far as we can. *As* it was said. *It* is not so great.

If the first Letter of *next* Word is the same as the last Letter of the foregoing, make that Letter black & it stands for two, thus *last time* & *next time*. *Single line,*

All Vowels may be omitted in the middle of Words, except in proper names & uncommon words, where it is necessary the Chief sounding vowel should be written, as in. *N. June, 7 Size. mine, &c.*

The stops may be used as in common writing provided they are made distinct from other marks.

THE princip^l thing to be studied in Short hand, is to write & read words where none but the sounding Letters are used, as in the Lords prayer annexed. the Learner should therefore accustom himself to write Sentences in that manner before he attempts at the short hand Characters.

It would be better if the Learner was not to trouble himself about the Prepositions & Terminations &c till such time as he is Master of y^e simple Alphabet. let him therefore write it first as the Alphabet directs him; when perfect in that, he may proceed to other things. When the Writer has made some progress in the Art, & is able to write it quick, if he finds himself unable to follow the Speaker he may make use of some such abbreviations as follow, *It* may be expressed by a touch of y^e Pen before, *6* & *Charity*. & *pretty*. & *witty*.

Ch. or *Ct.* by a touch behind, as, *7* instruct & attach. *two* by drawing the stroke thro, as, *7* attractive, *7* instructive.

Ing double, may be expressed thus. --- singing & . . . *sing*^d. Down or under, by a dash below, as, *2* come down *7* sit down *7* under her Upon, or upon the, by a dash above as, *7* upon him. *7* upon me. *7* upon the Earth, *7* upon the monument.

Repetitions may be made by an *o* thus *7o* holy holy *7o* Saul Saul. 8 JY 62

Opposites may be expressed by a Stroke following y^e word thus. *6* / Life, and Death. *6* / Old & Young. *6* / rich, & poor.

When the Learner is far advanced he may make use of Symbolical Characters, such as he may fancy provided he does not vary them in the same words, as for Example.

○	The World.	⊙	All in All.
○	Nothing in the World.	X	Cross.
⊙	World without end.	✕	Christ.
⊙	The greatest part of y ^e World.	D	Devil.
①	This World.	L	Heaven.
①	The other World.	G	Governing.
⊙	Foundation of the World.	G	Government.
∧	Wilderness.	G	Governable.
∧	Within.	G	Governor.
⊙	Labyrinth.	G	Governed.
M	Magistrate.	G	Governors &c.
♡	Heart.		

The Writer must take care to be well acquainted with one Character before he presumes to make use of a second, but if after all he finds himself unable to follow a quick Speaker, he had better write some Words deficient than burthen his memory with too many Characters.

An Example
of the necessary Letters to be used in Short Hand.

Our fdr which rt in hfn hloed be thy nm thy
kingdm cum thy will be dun on rth as it is in
hfn of us ths de our dli brd and frge us our trespass
as we frge thm that trespass against us and lead us not
into temptation but dlor us frm Evl fr thin is the
kingdm and the poer and the glory fr evr and evr
Amen.

Part of the 95th PSALM

O cum lt us sing unto the Lord lt us hrtli.

ryis in the Strngth of our Sltation Let us

cum bfre his prsns wth thnksyng and shu

ourselves gld in him wth slms For the Lord

is a grt God and a grt Kng abo all Gods.

In his hand are all the Crnrs of the rth and

the Strngth of the hls is his also.

the Se is his and he md it and his

kinds prprd the dri lnd O cum ltus wrshp

and fldown and knl bfr tbe Lord our

maker fr he is the Lord our God and

we are the ppl of his Pstr and the Shp

of his hnd.

8 JY 62

Published according to Act of Parliament, and Sold by

Hooper, & Davis N^o 25, Ludgate Hill . Price 1^s 6^d

